

Job Detail

Staff Level

Position Title	[Service technical staff (editing/translating instruction manuals for domestic and overseas use)] This is a job at a global company that represents Japan.
Recruiter Company	Career Resource Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-16 / 2024-05-08
Job Type	Administrative - International Affairs Education/Training/Language Specialist - Translator Manufacturing (Automobile/Plant Engineering/Precision Equipment) - Other
Industry	Automotive and Parts Manufacturing
Location	Asia Japan Osaka
Job Description	<p>[Role of assigned department]</p> <p>■We mainly receive requests from the agricultural machinery product development department to edit and translate materials related to mass production, such as instruction manuals.</p> <p>(*Editing: Finishing the data into printable publication-level data based on the requester's original draft created in Excel or Word, the provided photos, and 3D data)</p> <p>■While conducting editorial work, we support the development of instruction manuals, etc. by conducting design reviews (DR) from a service, user, and editorial perspective and making suggestions for improving content.</p> <p>[Specific job details]</p> <p>■Editing and translating instruction manuals for domestic and overseas markets, mainly at the request of the agricultural machinery product development department.</p> <p>(Including organizing and rewriting the basic manuscript (material) created by the development department)</p> <ul style="list-style-type: none">• Photography for illustration creation• Proofreading of the manuscript (DR and checking from a service, user, and editorial perspective)• Establishment, operation, and management of external business outsourcing systems• Data management (text, diagrams, photos, translated terms, completed data)• Other management and operational work (vendors, budgets, projects, progress, business rules, management systems, etc.)• Response to other issues and new initiatives <p>*How to proceed with work*</p> <p>"I will be involved in editing and translation work that is part of the development work for mass-produced parts such as instruction manuals."</p> <p>■ Contributing to improving the completeness of the instruction manual while conducting development design reviews (DR) and concurrent development, which involves checking the draft content created by the development department from a service perspective, user perspective, and editorial perspective, and suggesting improvements. I'll go.</p> <p>■For the actual editing work, we utilize external resources and provide accurate instructions to external contractors while managing progress and budget.</p> <p>■When editing the instruction manual, we organize and comply with internal and departmental rules, and when using external resources, we manage and operate by creating, complying with, and enforcing legal precedents such as the Subcontract Act and business outsourcing rules. To go.</p> <p>■Although it is necessary for individuals to proceed with their assigned projects to some extent, it is also necessary to coordinate teams and related parties when establishing rules, horizontally deploying them, disseminating them, and implementing them.</p> <p>[Current issues and vision]</p> <p>"The challenge is to respond to the increasing number of projects and the increasing sophistication and complexity of product specifications."</p> <p>For this reason, we aim to utilize external resources, build the rules and systems necessary for business, and create a system that can solve problems and perform various operations and management.</p> <p>■Specifically, we will consider rules that will allow outside contractors to carry out work within the department, and create a system in which outside contractors will carry out editing-related tasks.</p> <p>■By outsourcing work to external contractors, our department will respond to</p>

	<p>issues and new initiatives that arise in our work.</p> <p>■Ultimately, we are aiming for a system that allows departments to handle various content in a centralized manner.</p>
Company Info	<p>[Rewarding and attractive position]</p> <p>■This position is a bridge between product development and service by communicating with related departments and external vendors through editing of instruction manuals.</p> <p>■One of the most rewarding parts of my job is being able to interact with related parties at my own discretion and contribute to the perfection of instruction manuals, which are mass-produced parts.</p> <p>■Also, there are many objects that must be managed, and the fact that you can consider and build rules and operational systems at your own discretion is also rewarding.</p> <p>■While there are various issues such as global population growth, food shortages, and a decrease in the number of farmers in Japan, we can contribute to solving these issues through our business and operations.</p>
Working Hours	<p>・ 8:00-16:30 (45 minutes break)</p>
Qualifications	<p>[Educational background] University graduate or above</p> <p>[Required requirements]</p> <p><Those who have experience in any of the following></p> <p>◎Work experience as an engineer or service technician in the manufacturing industry that handles mechanical products</p> <p>◎Those who have technical writing knowledge such as DITA, TOPIC-oriented document creation, etc.</p> <p>[Welcome requirements]</p> <p>○Those with knowledge and experience in product development and design reviews</p> <p>○Those who have experience in creating instruction manuals</p> <p>○Work experience in agricultural machinery, construction machinery, automobiles, etc.</p> <p>(Those who can understand technical materials such as drawings, specifications, design change notices, parts lists, etc.)</p> <p>○Experience in editing publications</p> <p>[Language]</p> <p>◎In order to handle instruction manuals and instructions in various languages, those who have English proficiency at an intermediate level or above (of course, those who have knowledge of not only English but also other languages are also welcome)</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4500K - JPY 8500K
Salary Description	<p>"Estimated annual income will be determined based on experience skills, previous year's income, and age."</p> <p>*The annual salary presented is the amount including various allowances and excludes overtime pay.</p> <p>《Annual income reference example》 *Overtime pay will be paid separately</p> <ul style="list-style-type: none"> ・ Approximately 5.3 million yen: About 5 years of working experience / General position ・ Approx. 6.7 million yen: Approximately 10 years of working experience/general position <p>*Complete social insurance</p> <p>*Full transportation expenses</p>
Holiday Description	<ul style="list-style-type: none"> ・ 125 days off per year <p>*Complete 2-day weekend system (Saturdays, Sundays, and public holidays)</p> <p>*Summer vacation</p> <p>*Winter vacation</p> <p>*paid holiday</p> <p>*Congratulatory and condolence leave</p> <p>etc</p>
Job Contract Period	<p>・full-time employee</p>